



Metropolitan Police Authority

Equality Impact Assessment Form – HR Policy Review

Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

Michael Shurety, HR Consultant and project leader.
MPA HR Unit

2. Name of the policy:

Discipline Policy and Procedure

3. What is the main purpose or aims of the policy?

The policy provides a framework for dealing fairly and consistently with all disciplinary matters. It stresses the need for early intervention by a manager to prevent matters escalating to a serious disciplinary case. The policy gives examples of misconduct and gross misconduct, guidance about investigations, suspension and disciplinary measures, sets clear time limits and details the formal procedural stages and rights of appeal. The appendices include guidance notes for conducting an investigation, procedures in the event of the individual going sick and an aide memoire for conducting disciplinary proceedings. The policy stipulates that the member of staff may be accompanied by a workplace colleague or trade union representative at all stages of the procedure.

The policy enables a review to take place if external circumstances (e.g. an Employment Tribunal) reach a different conclusion to that already judged by the organisation in respect of discrimination cases.

A review date of May 2009 is built into the policy.

4. Who will be the beneficiaries of the policy?

All MPA staff and managers will benefit directly by having a clearly defined, legally compliant and articulated policy.

MPA members, consultants and contractors will benefit indirectly from working in an environment where well defined HR policies exist.

The policy applies to all employees of the Authority whether permanent or fixed term. It does not apply to contractors or agency staff.

Performance issues are usually dealt with under the Performance Improvement Policy unless the specific criteria set out in the Disciplinary Policy and Procedure apply.

5. Has the policy been explained to those it might affect directly or indirectly?

An HR policy launch and a number of introductory workshops have been planned. Each member of staff will be issued with a personal A-Z guide which will include details of this policy. The A-Z guide will be issued to all new starters. Full details of the policy will be available on the MPA intranet. A workshop will be held for managers to explain this policy in detail. Other staff may attend if they so wish. Further details are contained in Section 12 of this assessment.

6. Have you consulted on this policy?

1. Drafts of the policy were discussed with the PCS at minuted meetings on 20 August, 11 September and 21 October (following Internal Audit input).
2. The policy was agreed by MPA SMT on 2 April 2009.
3. A focus group representing a range of MPA staff considered the equality implications of this policy. A diversity breakdown of the membership of this focus group is attached as an Appendix.

7. Please complete the following table and give reasons/comments for where:

- (a) The policy could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men		X			<p>The policy takes account of the Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Employment Act (Dispute Resolution) Regulations 2004, Disability Discrimination Act 1995 and the ACAS Code of Practice 2009.</p> <p>The policy cites, as an example of gross misconduct, serious acts of discrimination, victimisation, bullying or harassment or verbal abuse amongst employees, contractors, people on secondment or members of the public on grounds of race, gender, disability, age, sexual orientation or religion and belief. Further examples include sexual misconduct or a breach of the standards of conduct expected under the Authority's Values and Behaviours model.</p> <p>The policy stipulates that the member of staff may be accompanied by a workplace colleague or trade union representative at all stages of the procedure.</p>

Women		X			As above.
Asian or Asian British people					
Black or Black British people					
White people (including Irish people)					
Chinese people					
Other racial/ethnic group (please specify)					
Mixed Race					
Disabled people					
Gay, Lesbian and Bisexual people					
Transgender people					
Older people (50+)					
Younger people (17-25) and children					

Faith groups (please specify)					
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8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?

This policy follows HR best practice and is legislatively compliant. It also follows and complies with the ACAS Codes of Practice on Disciplinary and Grievance Procedures 2009. It can be applied to all groups and prevents any groups from being treated differently.

9. If there is a negative impact on any equality target group, is the impact intended or legal?

No negative impact identified.

If the negative impact is not intended, discriminatory and/or high in impact, complete part 1 and move on to the full assessment.

10. What actions could be taken to amend the policy to minimise the low negative impact?

Not applicable

11. If there is no evidence that the policy promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

Not applicable

12. How will the policy be implemented including any necessary training?

The new HR policy framework will be launched at events planned to take place on 22 & 24 April 2009. The Chief Executive will introduce each event. All MPA staff will be invited to attend.

Workshops for line managers will be held to explain in detail the dispute resolution, discipline, performance improvement, recruitment and sickness management policies

HR surgeries will be scheduled to deal with individual staff queries.

The full text of all HR policies will be available to all staff on the MPA intranet.

A staff handbook containing an A-Z guide and a summary of key policies will be issued to all staff and included with induction material for new starters. Replacement pages will be issued when policies are amended or updated.

Full Assessment necessary: X Yes
 √ No

Date completed: 2 April 2009

Signed by HR Unit: 2 April 2009

Approved by SMT: 2 April 2009